

Federal Supply Schedule

General Services Administration

ADP Acquisition Center



We Mean Business!

FSC Group 70 • Part I • Section B/C

General Purpose Commercial ADP Equipment and Software
Multiple Award for the Period April 1, 1996, through March 31, 1999

TABLE OF CONTENTS

WELCOME LETTER

1

ADP ACQUISITION CENTER SCHEDULES

2

SIMPLIFIED ORDERING PROCEDURES

4

USING GSA ADVANTAGE!

6

FOR MORE INFORMATION

8

PROCUREMENT INFORMATION

9

SAMPLE BPA

11

QUICK REFERENCE

13

CONTRACTOR LIST

33

PRODUCT INDEX

76



WELCOME TO THE ADP ACQUISITION CENTER



HOME OF THE ADP FEDERAL SUPPLY SCHEDULES

At GSA, we're proud to make purchasing ADP equipment and services easier for you through the Federal Supply Schedules Program. In the Fall of 1995, responsibility for ADP schedules was transferred from GSA's Information Technology Service to the Federal Supply Service. The Federal Supply Service has long been a reliable and cost-effective Government supplier of commercial products in a wide variety of specialty areas. With over 100 schedules offering four million quality items, we can now extend the same benefits of schedule purchasing to computer and telecommunications equipment, software, and services.

Under the Schedules Program, buying ADP equipment is easy. The Program's simplified ordering procedures give you the power and flexibility to obtain the best ADP products at the best value and with substantially fewer headaches and much less paperwork.

Your satisfaction is our top priority. We take great pride in providing you with the highest level of customer service. We are continuously looking for ways to incorporate improvements so we can remain your preferred source for commercial products and services. Please let us know of any additional ways we can be of service.

ADP FROM GSA.

YES, IT'S EASIER. YES, IT'S A BETTER VALUE. NO, YOU'RE NOT DREAMING.

Just when you're convinced buying ADP equipment is only going to get more complex and difficult, you get a pleasant surprise. At GSA, we've made it easier for you to buy from all of our Federal Supply Schedules by streamlining procurement procedures and restrictions. In addition, we have extended these newer simplified ordering procedures to cover purchases of commercial ADP equipment and software.

We have formed partnerships with our ADP schedule contractors to offer our Government customers computer and telecommunications equipment at volume discount pricing. By purchasing ADP products through the Schedules Program, you'll benefit from our large contractor selection and volume pricing on state-of-the-art products delivered directly from our contractors. We make purchasing ADP equipment easier ... and faster. That's good news for you and everyone who purchases computer equipment.

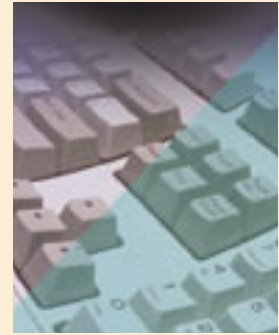


Streamlining Your Road To ADP Acquisitions

The GSA Federal Supply Schedules Program puts information equipment, software, and services acquisition in the fast lane. For recurring or on-going requirements, use the Schedules Program's quick and easy enhanced Blanket Purchase Agreement option. Schedule purchasing means you will not have to publish a Commerce Business Daily announcement even for ADP product orders over \$50,000. And, a large percentage of your purchases can be made directly using your Government-issued I.M.P.A.C.®* credit card – making transactions quick and efficient.

All The Benefits – None Of The Hassles

You can look to GSA's Schedules Program as your "one stop" source for all ADP equipment and software needs. Through our impressive list of contractors, we can provide the commercial ADP products you need with less hassle, more flexibility – and at the best value. By already assuring compliance with Federal acquisition regulations, we help to solve your ADP equipment needs quickly without the frustratingly long solicitation process.



GSA – YOUR SINGLE SOURCE FOR ALL YOUR COMPUTER AND TELECOMMUNICATIONS EQUIPMENT AND SOFTWARE NEEDS.

In addition to microcomputer equipment, software, and training (Schedule Group 70, Part I, Section B/C), the ADP Acquisition Center offers four other ADP Multiple Award Schedules contracted by GSA on behalf of our customers.

Schedule Group 70, Part I, Section A:

Includes general purpose commercial ADP equipment such as mainframe and minicomputer systems.

Schedule Group 70, Part I, Section D:

Includes used or refurbished general purpose commercial ADP equipment.

Schedule Group 70, Part I, Section E:

Includes electronic commerce, translation and mapping software, automated procurement systems, and enhanced E-Mail and Internet access.

Schedule 58 VI and VII:

Includes commercial telecommunications and related equipment.

For more information on the above schedules or for information on receiving these or any other Federal Supply Schedule publications, please see page 8.

Faster Ordering – Expedited Delivery, That's Tough To Beat

We aren't only concerned with cutting your ordering time; we also care about delivery. Our contracts identify items that can be delivered from a contractor on an "expedited" delivery schedule... sometimes overnight or within two days. This means schedule buying can be as responsive as your situation requires.

The Schedules Program – Your Ticket To Productivity

The Program is the fastest and easiest way to procure computer equipment. Buying from schedule contractors helps you save the contract costs associated with open-market contracting and purchasing. We have satisfied the burden of determining price reasonableness for you. And, purchasing with your I.M.P.A.C. card reduces paperwork even more.

*I.M.P.A.C. is a registered servicemark owned by Rocky Mountain BankCard System and used by GSA under authorization of Rocky Mountain BankCard System.

GSA GIVES YOU THE POWER AND FLEXIBILITY TO DO YOUR JOB RIGHT. AND DO IT EASILY.

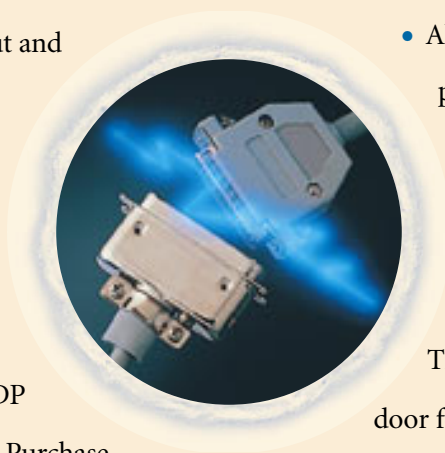
Ever been jealous of purchasers in the private sector? Not even a little? Until our recent streamlining, we can understand how you might be. After all, when they need equipment, they just go out and buy it. And now, you can, too.

GSA has worked hard to reform regulations to make schedule purchasing more like commercial buying practices for all of our products – including commercial ADP equipment. Innovations like Blanket Purchase Agreements, removal of the “maximum order limitation” rule, and revision of the price reduction clause give you the flexibility to shop for the best value.

Blanket Purchase Agreements Allow You To Plan For Future Needs

The new simplified procedures allow for our customers to establish Blanket Purchase Agreements (BPAs) with contractors to cover recurring needs over a specified period of time. It's quick and easy. The benefits are many. With BPAs you can:

- Establish arrangements for larger agency-wide purchases that exceed the maximum order threshold



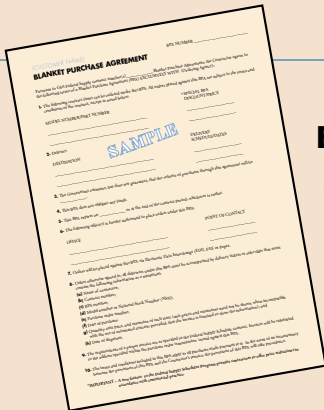
- Take advantage of pre-negotiated volume discounts
- Save on the administrative costs associated with issuing multiple purchase orders
- Allow field offices to order pre-negotiated products and services directly from the contractor, further reducing paperwork and cost.

GSA Has Removed Purchase Limitations

The new streamlining has opened the door for larger schedule purchases. We have removed the limits on the size of purchases you can place from the Schedules Program – perfect for agency-wide procurements. This gives you the flexibility to look to a schedule contractor for larger procurements and take advantage of all the other benefits schedule purchasing provides.

Revision Of The Price Reduction Clause Gives You Additional Power

Revision of the price reduction restriction allows you to directly contact a schedule contractor to request a price reduction based on individual circumstances; for example, ordering a large quantity of a single item.



BLANKET PURCHASE AGREEMENTS ARE AN EASY, FAST, AND SMART WAY TO BUY

Blanket Purchase Agreements within

the Federal Supply Schedules Program offer a simple and flexible purchasing option. And, now you can take advantage of this easy-to-use, versatile arrangement to provide for your recurring ADP equipment and software needs.

"HOW DO I SET UP A BPA?"

It's fast and easy and requires very little contract administration time. You just need to specify:

- A description of the agreement; for example, product, price, delivery/destination specifics
- Contract period
- Who is authorized to place an order
- Proof of delivery and invoicing requirements

We have included a sample BPA and cover sheet for your reference. See pages 11 and 12. You can photocopy this document and use it for establishing BPAs with your schedule contractors.

Lower Procurement Administrative Costs

With a GSA schedule purchase, documentation of competitive pricing is easier because we've already determined the price reasonableness. You only need to review *GSA Advantage!*[™] or three schedule pricelists to select the best product to satisfy your requirements. It's that easy.

GSA Advantage! And Your I.M.P.A.C. Card – What A Combo!

Use *GSA Advantage!*[™], our on-line electronic shopping service, to order right from your office using



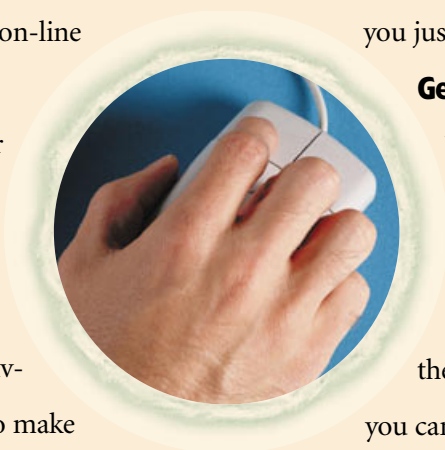
your Government commercial credit card. Most of our schedule contrac-

tors offer this time-saving and cost-efficient purchasing alternative. What could be simpler! Buying with the I.M.P.A.C. card saves time and money. And, *GSA Advantage!*[™] takes care of a substantial amount of the record keeping and documentation for you. Check it out today at <http://www.gsa.gov>.

HOW EASY IS IT TO ORDER FROM GSA *ADVANTAGE!* ? CAN YOU SAY “POINT AND CLICK”?

We've made ordering products from GSA schedules so convenient, you don't even have to leave your desk. Now, with a connection to the World Wide Web, you can quickly browse through the GSA on-line shopping mall for thousands of commercial products, including computer and other ADP equipment. GSA *Advantage!*[™] was designed to link GSA schedule products, catalog descriptions, current pricing, and delivery information in a single location to make ordering easier and more efficient for you.

With a click of your mouse, you can conduct searches, investigate product specifications, or review delivery options. GSA *Advantage!*[™] saves you time because you can search for items by keywords, part numbers, National Stock Numbers, or vendor names. You can compare features, prices, and delivery options in one convenient place – your desk. You can even order while you're on-line. What could be simpler!



Getting connected to GSA *Advantage!*[™] is easy. See the next page to find out how to get connected and how to become an authorized user. After that, you just have to point, click, and shop.

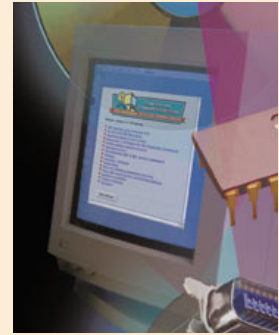
Get An Advantage – The GSA *Advantage!*

We've designed GSA *Advantage!*[™] to save you time in every aspect of doing your job – from product selection to order trouble shooting. It's all right there. With GSA *Advantage!*[™] you'll find you can:

- Reduce time required to find the products you need
- Place orders faster and more accurately (no rekeying)
- Have up-to-the-minute pricing
- Reduce paper schedules and vendor catalogs
- Have access to historical ordering and billing data.

Confident Ordering Through GSA *Advantage!*

By using GSA *Advantage!*[™] to purchase goods and services, you can be confident you have complied with all Federal procurement requirements. You can also be assured that you have complied with the requirements of the Javits-Wagner O'Day Act for buying products and services from the National Industries for the Blind, NISH, and UNICOR.



HOW DO I ACCESS GSA Advantage! ?

GSA Advantage!TM is accessed on the Internet's World Wide Web. The address is <http://www.gsa.gov>. If you don't have Web access, GSA has created a software program that will instruct your computer's modem to dial an 800 number to directly reach the GSA Advantage!TM system. This software is called GSA Advantage!TM ACCESS and you can obtain information by calling us at (703) 305-7359 or e-mailing us at GSA.Advantage@gsa.gov

WHO CAN ORDER?

Anyone can browse, assemble an order, and park that order in an electronic shopping cart. To be "authorized" to place an order, you must have either a Government commercial credit card (I.M.P.A.C.) or a GSA account number (activity address code) and a GSA-assigned password. (Your MUFFIN password will work.)

For more information on obtaining an I.M.P.A.C. card, call the FSS Services Acquisition Center at (703) 305-6658. To obtain a GSA account, call the FSS Supply Management Division at (703) 305-7977.



See What's In The Store For You!

The GSA Advantage!TM Computer and Communications Store is one of the nine stores in our on-line shopping mall. With just a click, you can be rolling your electronic shopping cart through a store



dedicated entirely to ADP equipment.

Fill your cart and order on-line. Finding just the product you're looking for is easy because we've included ways to help you narrow down your search. To find us, type <http://www.gsa.gov>. Follow the instructions to register as an authorized user or select the option of just browsing. You will then reach the GSA Advantage!TM main menu where you can select Computer and Communications Store. You're there! Enjoy your shopping trip.

Security For Your On-line Transactions

Many of your purchases can be made directly from GSA Advantage!TM using your Government-issued I.M.P.A.C. credit card. To safeguard sensitive financial information, we do require you use a secure Web browser such as Netscape Navigator or Microsoft Internet Explorer to provide encryption security – which means peace of mind for you.

NEED MORE INFORMATION? YOU'VE COME TO THE RIGHT PLACE.



For Updated Schedule Contractor Information:

Schedule contractor information is constantly being updated. For up-to-the-minute contractor, product, and integration services information, visit the FSS Web site at <http://www.fss.gsa.gov> or call our automated fax-back service at (703) 305-6695.

For Other ADP Schedules:

The following ADP Multiple Award Schedules are available from the ADP Acquisition Center. Contact the Centralized Mailing List Service at (817) 334-5215; fax at (817) 334-5227; or e-mail at gsa.cmls@gsa.gov.

Schedule Group 70, Part I, Section A: Includes mainframe and minicomputer systems, software, and maintenance. (List Code: OOSC 7010) Phone: (703) 305-3033

Schedule Group 70, Part I, Section B/C: Includes micro-computer systems, software, and training.

(List Code: OOSC 7011) Phone: (703) 305-3038

Schedule Group 70, Part I, Section D: Includes 70A and B/C equipment that has been used by other Government agencies. (No software or maintenance.)

(List Code: OOSC 7012) Phone: (703) 305-3033

Schedule Group 70, Part I, Section E: Includes electronic commerce, enhanced e-mail and Internet access.

(List Code: OOSC 7013) Phone: (703) 305-3038

Schedule 58 VI and VII: Includes telephone equipment, voice message systems, video teleconferencing equipment, facsimile equipment, pagers, and PA systems.

(List Code: OOSC 5813) Phone: (703) 305-3057

Where To Find The Information You Need In This Schedule:

Using the schedule is fast and easy. We have arranged it to help you find the information you need quickly and without extensive investigative effort. The following outlines the contents of each section.

Procurement Information: Pages 9-12 contain the necessary terms and conditions that apply to purchases made from schedule contractors.

Quick Reference: The chart on pages 13-32 gives an overview of schedule contractors and the product categories they offer. It also provides an alphabetical list of contractors and the location of their listings.

Contractor List: Pages 33 -75 provide detailed information on each contractor. You can find a contractor's address, phone and fax numbers, web site if available, contract number, credit card acceptance, and business size.

Product Index: Pages 76 to 92 contain the names of contractors arranged by the product category. In addition to page number, index listings contain time-saving information including credit card acceptance and business size.

FEDERAL SUPPLY SCHEDULE

HOW TO USE SCHEDULES

Contractors/vendors under this section are listed alphabetically in the **Contractor Listing**. This section contains the contractor's ordering address, telephone number, contract number and contract effective date. This section also indicates whether the contractor accepts the Government-wide commercial credit card. Consult the contractor's catalog/pricelist for more detailed ordering information, such as:

- Contract items awarded
- Maximum order provisions
- Geographic coverage (delivery area)
- Contract price or discount
- Quantity discounts
- Prompt payment terms
- Government commercial credit card acceptance
- Commercial delivery terms
- Expedited delivery
- Ordering address(es)
- Payment address(es)
- Warranty provision
- Export packing charges
- Applicable terms and conditions of rental, maintenance, installation and repair
- Security Requirements: In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the Schedule Contractor on an open-market basis, outside the scope of the contract.

An overview listing of contractors along with their associated hardware, software, maintenance, and service categories is contained in a **Quick Reference** chart. In addition, the **Product Index** contains a notation beside each contractor's listing indicating if it is a small disadvantaged, other small, and/or woman-owned business. That information is also contained in the alphabetical **Contractor Listing**.

ORDERING INFORMATION

Orders under \$2500:

Place order directly with contractor for the item that best meets your needs.

Orders over \$2500:

To ensure a "Best Value" determination is made, as required by FAR 8.404:

- Review GSA *Advantage!*, an on-line electronic ordering system
- or -
- review 3 schedule price lists
- and -
- Consider price, plus administrative costs
- Place order directly with contractor

GSA ADVANTAGE!™ (ELECTRONIC COMMERCE) HTTP://WWW.GSA.GOV

This on-line electronic ordering system allows customers to search for products, review delivery options and place orders.

TO ACCESS GSA ADVANTAGE! YOU MUST:

1. Be able to connect to the Internet.
2. Have access to a web browser, (i.e. Netscape, Mosaic).
3. Use your web browser to connect to the GSA Home Page:
<http://www.gsa.gov>

Select - GSA Advantage! - On-Line Shopping Service

If you need more information or assistance contact:

Internet e-mail address: GSA.Advantage@gsa.gov

GSA Advantage! voice mail hotline: (703)305-7359

- or -

If you are not able to connect to Internet, contact your Customer Service Director for assistance (listing attached).

MAXIMUM ORDER

If the "Best Value" selection places your order over the Maximum Order, identified in the contractor's catalog or pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contractor to ask for a better discount price.

The Contractor may:

1. Offer a new lower price for this requirement
2. Offer the lowest price available under the contract; or
3. Decline the order within 5 days.

A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the Schedule contract.

PRICE REDUCTIONS

There may be circumstances when a customer agency finds it advantageous to request a price reduction, such as, where the quantity of an individual order clearly indicates the potential for obtaining a reduced price. Customer agencies that obtain a further price reduction may still place these orders against the Schedule contract. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

BLANKET PURCHASE AGREEMENTS (BPA)

Federal Supply Schedule contracts contain BPA provisions to maximize your administrative and purchasing savings. This feature permits schedule users and contractors to set up "accounts" to fill a "recurring requirement." These accounts establish a period for the BPA and generally address issues, such as, frequency of ordering and invoicing, authorized callers, discounts, delivery locations, and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA. Finally, contractors may be open to a progressive type discounting where the discount

would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be especially useful with the new Maximum Order feature. Attached is a Suggested Format for customer's to consider when using this purchasing tool.

AUTHORIZED USERS

The agencies and activities named below may use contracts established under this Federal Supply Schedule.

1. All federal agencies and activities in the executive, legislative and judicial branches.
2. Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1.
3. Mixed ownership government corporations (as defined in the Government Corporation Control Act).
4. The government of the District of Columbia.
5. Other activities and organizations authorized by statute or regulation to use GSA as a source of supply. (Questions regarding activities authorized to use this schedule should be directed to the contracting officer).

PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

Purchase of incidental, non-schedule items on a delivery order to a schedule contractor is permitted so long as the cost of the non-FSS item is small compared to the total cost of the procurement.

GEOGRAPHIC COVERAGE

This schedule covers the 48 contiguous states and Washington, DC.

CREDIT CARD



Agencies may, when identified in the contractor's catalog/pricelist, make payments for oral or written delivery of orders by using the government commercial credit card.

"Government commercial credit card" means the uniquely numbered credit card issued by the contractor under Single Award Federal Supply Schedule IG 615, Government-wide Commercial Credit Card Service, to named individual government employees to pay for official government purchases. Relevant terms and instructions for use of the government commercial credit card are contained in the aforementioned schedule and within your agency's written internal operating procedures.

The contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

FOR FURTHER ASSISTANCE

GSA CONTACTS

Mary Rogers
Customer Vendor Relations
General Services Administration
(FSC Group 70, Part I, Section B/C)
(703) 305-5777

NEED MORE SCHEDULES

Customers requesting copies of schedules should contact:

General Services Administration
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115
(817)334-5215
(817)334-5227 (fax)
gsa.cmls@gsa.gov (e-mail)

All others, including vendors, requesting copies of schedules must contact the FSS Schedule Information Center listed below:

General Services Administration
FSS Schedule Information Center (FM)
Washington, DC 20406
(703)305-6477
DSN: 327-1022

PUBLICIZING CONTRACT ACTIONS

The Federal Supply Schedules have been synopsized in the Commerce Business Daily and satisfy the requirements of the Competition in Contracting Act (Pub L 98 369) and FAR Part 5, Publicizing Contract Action.

CUSTOMER SERVICE DIRECTORS

AK Anchorage (907) 271-4298
AZ Phoenix (602) 379-6619
CA Bell (213) 526-7500
CA San Diego (619) 235-4706
CA San Francisco (415) 522-2785
CO Denver (303) 236-7546/7543
DC Washington (202) 755-0320
FL Pensacola (904) 444-9175
GA Atlanta (404) 331-3026
IL Chicago (312) 353-7549
MA Boston (617) 565-7302
MD Baltimore (410) 962-4422
MO Kansas City (816) 823-1240 or 926-6485
NY New York (212) 264-3592
PA Oakdale (412) 644-4854
PA Philadelphia (215) 656-3868
TX Ft Worth (817) 978-2892
TX San Antonio (210) 472-6119
VA Chesapeake (804) 441-3115
WA Auburn (206) 931-7023

Overseas

Europe, Northern Africa, and the Middle East

Frankfurt, Germany DSN 330-6085/7985
International Direct Dial 011-49-69-699-7985

Pacific and Far East

Honolulu, Hawaii (808) 541-1776
DSN 438-4960

(CUSTOMER NAME)

BPA NUMBER _____

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH _____ (Ordering Agency):

1. The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

* SPECIAL BPA
DISCOUNT/PRICE

2. Delivery:

DESTINATION

DELIVERY
SCHEDULE/DATES

3. The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

4. This BPA does not obligate any funds.

5. This BPA expires on _____ or at the end of the contract period, whichever is earlier.

6. The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

8. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of contractor;

(b) Contract number;

(c) BPA number;

(d) Model number or National Stock Number (NSN);

(e) Purchase order number;

(f) Date of purchase;

(g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of shipment.

9. The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

10. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

*IMPORTANT – A new feature of the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice.

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(INSERT CUSTOMER NAME)

In the spirit of the Federal Acquisition Streamlining Act
_____ *AGENCY* _____ and _____ *CONTRACTOR* _____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

AGENCY

CONTRACTOR

SAMPLE